

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **HUMAN RESOURCES TECHNICIAN**

DEPARTMENT: **HUMAN RESOURCES**

BASIC FUNCTION:

Under general supervision, to perform a variety of responsible technical and administrative activities to support the City's recruitment and selection, employment, compensation and benefits functions; and to perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Human Resources Technician is the entry level paraprofessional class of the Human Resources series. Positions at this level perform a variety of semi-skilled and skilled administrative duties in support of the Human Resources functions. This level is distinguished from the next higher level of Human Resources Assistant which has both analytical and technical responsibilities.

KEY RESPONSIBILITIES:

Conduct recruitment and coordinate selection activities with departments, including but not limited to: development of job announcements, preparation of test materials, proctoring and grading examinations, determining test criteria and screening methods, establishing eligibility lists and coordinating final selection of candidates.

Conduct a variety of recruitment activities, including but not limited to: attending career fairs, screening applicants for basic compliance with position requirements; scheduling interviews for examinations and final selection; maintaining records of test scores; preparing correspondence regarding recruitment processes; placing advertisements in media; verifying employment references; conducting follow-up pre-employment processing, such as, scheduling physicals, fingerprinting, identification card photos, etc.

Process salary and benefit changes and initiate changes in status for payroll; perform data input of personnel transactions in the automated Human Resources/Payroll Information System database.

Assume administrative responsibilities in a variety of employment programs, such as new employee orientation, temporary agency placements, training and employee development activities.

Process a variety of employment forms, reports and records in areas such as, unemployment benefits, health enrollment forms and changes, drivers' license status, etc.

Conduct salary and benefit surveys; respond to inquiries about standard policies and practices; provide general employment information to both internal and external clients.

Verify employment of City employees to the public in accordance with related policies and procedures.

Maintain personnel files and records.

Maintain and distribute current employee information, policy and procedure information and other communications.

Perform other duties as assigned or requested.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Human resource policies, practices, and procedures.

Modern office methods and standard office equipment, including computer use.

Human Resources and payroll database record keeping systems.

Appropriate software applications, such as, word processing, spreadsheet or database management.

Ability to:

Demonstrate excellent customer service.

Perform difficult technical and administrative work involving the use of independent judgment, initiative and accuracy.

Exercise discretion and judgment in resolving problems.

Learn and apply federal, state, local laws and regulations affecting human resource administration and management.

Understand and apply City of Carlsbad municipal codes, policies, procedures, practices, and memoranda of understanding with bargaining units.
Conduct surveys and other research and prepare reports.

Understand and carry out oral and written directions.

Establish and maintain filing systems.

Operate computer systems and software applications used during the course of work.

Organize work and meet deadlines.

Work independently.

Develop and maintain effective working relationships.

Communicate effectively in written and oral form.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade, supplemented by specialized training in the clerical occupational field, and,

Three years of progressively responsible clerical, technical or administrative experience, including one year of responsible experience involving the human resource function.

PHYSICAL STANDARDS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and computer equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work; and interact with staff and others encountered in the course of work.

Incumbents may occasionally need to travel to various city locations or to off-site meetings as necessary and as the assignment demands.